



Ref. No. BBM KU/R/ 1297 /19

Date 21/12/19

**Tender Notice**

Scaled tender (two-bid system) are invited for provision of security Guard , Skilled / Semi – Skilled / Un – Skilled/ Man power including Hygine and Sanitation Workers ~~for various~~ *Services* in PG Departments and Constituent Colleges at Binod Bihari Mahto Koyalanchal University (BBMKU), Dhanbad. Details of ~~terms & conditions~~ with quotation are mentioned in the Tender document. Tender document can be obtained from the CCDC office, BBMKU during office hours on working day till 17/01/20 upto 5.00 pm on payment of Rs 2000/- (two thousand only) Demand Draft (DD) in favour of Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad, payable at Dhanbad. Tender document can be also be downloaded from the University website [www.bbmku.ac.in](http://www.bbmku.ac.in) . Tender documents duly filled (along with non- refundable Rs 2000/- (two thousand only) for those who have downloaded the form) have to be submitted latest by 21/01/20 upto 11:00 am. (for details visit our website: [www.bbmku.ac.in](http://www.bbmku.ac.in))

By order of the Vice Chancellor

Sd/-

Registrar

Memo No. BBM KU/R/ 1297 /19,

Dhanbad

Date 21/12/19

Copy to:-

1. PrabhatKhabar
2. Hindustan (Dhanbad& Ranchi)
3. DainikJagran
4. DainikBhaskar

*For one-time publication in minimum space. Bill may be sent in triplicate to undersigned for payment*

5. F.O. ,CCDC,DSW, BBMKU.
6. PA to VC/PVC/R for information

  
Colonel (Dr.) M. K. Singh (Retd.)  
Registrar



## **TENDER DOCUMENT**

**TENDER NOTICE FOR SUPPLY OF SECURITY GUARD/ SKILLED/  
SEMI-SKILLED/ UNSKILLED/ MANPOWER/ HYGINE & SANITATION  
WORKERS FOR VARIOUS SERVICES**

**AT**

**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY  
Dhanbad- 828130  
JHARKHAND**

**T: 0326 - 223 5202; F: 0326 - 223 5609;**

**Email: [registrarbhmku@gmail.com](mailto:registrarbhmku@gmail.com);**

**Website:[www.bbmku.ac.in](http://www.bbmku.ac.in)**

**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY**  
**Dhanbad- 828130**

**TENDER NOTICE FOR SUPPLY OF SECURITY GUARD/ SKILLED /SEMI-SKILLED/ UNSKILLED/MANPOWER/HYGINE & SANITATION WORKERS FOR VARIOUS SERVICES**

BBMKU, DHANBAD invites sealed tenders under two-bid system from eligible registered/ licensed manpower supplier firm with Labour Department of any State Govt/ Central Govt for the supply of /Security Guard/ skilled/ semi-skilled & unskilled manpower/ Hygine & Sanitation workers for various services on daily waged basis for a period of one year extendable for the other year based on satisfactory performance. The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “**Technical Bid**” and Sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “**TENDER FOR SUPPLY OF SECURITY GUARD/ SKILLED/ SEMI-SKILLED/ UNSKILLED/ MANPOWER/ HYGINE & SANITATION WORKERS FOR VARIOUS SERVICES**” and should reach this office by 11:00 am on or before 21.01.2020. The technical bids shall be opened on the same day at 11:30 am in the presence of the tenderers or their authorized representatives who wish to be present.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from institute’s website. Those who download the tender document from website should enclose a DD for Rs. 2,000.00 (Two Thousand only) as processing fee along with their bid. The bid security (EMD) of Rs. 11,00,000.00 (Eleven lakh only) should be paid by Demand Draft, both the payment may be made in favour of REGISTRAR, BBMKU Dhanbad payable at DHANBAD.

The criterion of selection as well as rejection is defined in the tender document. The bid shall remain valid for 90 days from the date of opening of Technical bid. Any future clarification and/or corrigendum(s) shall be communicated through tender section on University website prebid meeting if required, will be held for which date will be announced later.

The institute reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotations without assigning any reasons. The institute also reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

**Registrar, BBMKU, Dhanbad**

## **Supply of Skilled/ Semi Skilled/ Unskilled/ Hygiene & Sanitation/ Manpower to various Services**

### **SCOPE OF WORK**

Supply of skilled, semi-skilled and unskilled manpower for various services at BBMKU Dhanbad.

### **TERMS AND CONDITIONS**

1. Firm should be registered/ licensed manpower supplier firm with Labour Department of any State Govt/ Central Govt for the supply of skilled, semi-skilled and unskilled manpower.
2. Interested firms may quote their rates for engaging manpower on monthly basis to be employed by them. All the liabilities of supplied manpower directly or indirectly will be the sole responsibility of the manpower supplier firm. The other statutory expenses like EPF, bonus etc will be the responsibility of the supplier.
3. Tender without EMD of Rs. 11,00,000/- (Eleven Lakh only) will not be accepted.
4. The EMD for an amount of Rs. 11,00,000/- is required to be submitted in the form of DD/PBG/TDR in favour of Registrar, BBMKU, Dhanbad valid for a period of 03 months or till finalization of the contract or whichever is later along with the technical bid as pre-requisite qualifying criteria.  
The successful bidder shall have to submit PBG of Rs. 20,00,000 Lakhs before the award of the contract in the form of DD/PBG/TDR valid till 60 (sixty) days beyond the contract period as per the enclosed format.
5. The contracting agency shall ensure that the manpower deployed in BBMKU Dhanbad confirm to the technical specifications of age, educational and skill qualification prescribed by BBMKU Dhanbad..
6. The firm should make suitable arrangement for supervision of the manpower supplied and other related works.
7. The firm should have minimum 5 years preceding experience, to supply the manpower to any Government/ Semi Government Institution or organization of repute for various jobs, from the date of application.
8. The firm shall be responsible for all injuries and accidents to persons employed by him.
9. In the event of injury, illness or accidents to any worker, BBMKU will not be liable to pay any compensation. The insurance cover shall include the liability under the Employees Compensation Act.
10. The firm shall have to engage the required number of manpower and in case required number is not available on any day, without proper and acceptable reason BBMKU can impose penalty on manpower supplier firm as it thinks fit.
11. The firm shall in no case pay its employees less than the minimum mandatory rates per month in accordance with the Minimum Wages fixed by Central Government or as approved by BBMKU Dhanbad and a record of that should be kept in a register, which may be made available for examination to BBMKU, Dhanbad as and when demanded.
12. If case of any damage or loss caused to BBMKU Dhanbad property by the manpower supplied is found, the same shall be charged from the manpower supplier firm. It must be ensured by the manpower supplier firm by submitting an affidavit on non-judicial paper of Rs. 100 stating therein that he will bear the loss out of his own.
13. The loss caused to BBMKU Dhanbad on account of negligence/ dereliction of duties by the employees of the manpower supplier firm, shall be established after a joint inquiry comprising the representatives of BBMKU Dhanbad and manpower supplier firm, and

BBMKU Dhanbad shall be within its right to make it good from the manpower supplier firm.

14. *“The skilled/semiskilled/unskilled/manpower/hygine and sanitation workers sent by selected agency for deployment in BBMKU shall be further screened for their efficiency etc by the Vice-Chancellor or by a Committee by him/or in the manner he may deem fit. After obtaining approval of the Vice- Chancellor the deployment shall be finalized and this is mandatory.*
15. The firm shall replace immediately any of its personnel who is found unacceptable to BBMKU Dhanbad because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from BBMKU Dhanbad.
16. The firm shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. The delay in providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damage @ Rs. 500/- per day on the manpower supplier firm.
17. The normal working hours shall be 09.00 AM to 06.00 PM with one hour lunch break from 01.00 PM to 02.00 PM. However, the timing may be changed at the discretion of BBMKU Dhanbad from time to time. In case of urgency/ emergency, the worker can be deployed beyond normal duty hours, which shall be compensated either in monetary or leave form, also for job works and housekeeping the suitable timing will be according to need.
18. BBMKU Dhanbad is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees of BBMKU Dhanbad.
19. For all intents the manpower supplier firm shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed in BBMKU Dhanbad. The persons deployed in BBMKU Dhanbad shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the competent authority.
20. In case of termination of this contract on its expiry or otherwise, the persons employed by the manpower supplier firm shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/ otherwise capacity in BBMKU Dhanbad
21. The required strength of manpower under various categories is indicative only. However, the deployment shall be as per actual requirement to be decided in consultation with the manpower supplier firm and any increase/ decrease in the actual deployed strength shall increase/ reduce the payment to be made proportionately.
22. The skilled/ semi-skilled/ unskilled manpower presently working in BBMKU Dhanbad on contract basis may be engaged by the manpower supplier firm as per his own terms and conditions, *but for the deployment afresh, the approval of VC is mandatory. The VC in turn shall act as per provision laid down in point no 14.*

**QUALIFICATION AND EXPERIENCE PRESCRIBED FOR VARIOUS WORKERS**

<b>Categories</b>
<p><b><u>UNSKILLED</u></b></p> <p>Cleaner, Watchman, Daily Wages Workers and any other categories by whatever name called, which involves simple operations requiring little or no skill or experience on the job and are of an unskilled nature.</p> <p><b><u>SEMI-SKILLED/UNSKILLED SUPERVISORY</u></b></p> <p>Security Guard (Without arms), Gardener and any other categories by wherever name called, which involve some degree of skill or competence acquired through experience of the job and which is capable of being performed under the supervision or guidance of a skilled employee and are semi-skilled nature.</p> <p><b><u>SKILLED</u></b></p> <p>Security Guard (With arms), Driver, Computer Operator, Data Entry Operator and any other categories by wherever name called, which involve skill or competence acquired through experience on the job or through training as an apprentice in a technical or vocational institute and performance of which call for initiative or judgement and are of a skilled nature.</p> <p><b><u>HIGHLY SKILLED:-</u></b></p> <p>Computer Programmer, System Analyst and any other categories by wherever name called, which calls for a degree of perfection and full competence in performance of certain tasks, acquired through extensive technical or professional training or practical work experience for long years and also</p>

**A. ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE TECHNICAL BID**

1. Application- Technical Bid.
2. EMD of Rs. 11,00,000 (Eleven Lakh only)
3. Attested copy of the registration of agency.
4. Attested copy valid labour license from the Labour Commissioner (desirable)
5. Attested copy of PAN/GIR Card.
6. Attested copy of the IT return filed by the agency for last three year.
7. Attested copy of the Service Tax registration letter/certificate.
8. Attested copy of the PF registration letter/certificate.
9. Attested copy of the ESI registration letter/certificate.
10. Certified document in support of financial turnover of the agency.
11. Certified documents in support of entries made in the Technical Bid application.
12. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Documents relating to experience/clients served. (performance certificate issued by technical institution/ Govt. organisation/ PSU).
14. Solvency certificate of an amount not less than Rs.5 Crore issued by a nationalized bank within the last six months.
15. Valid Licence to engage on the business of Private Security Agency in the district/State of Jharkhand issued by the Home Department, Govt. of Jharkhand as per their notification no. 5 Security (07)-03/2009-4892 dated 26.11.2010 under section 7 of Jharkhand Private Security Agency (Regulatory) Rules, 2010.
16. Documentary proof of minimum one contract of 200 guards and above at Technical Institution, Govt. Organisation, PSU.
17. GST Registration No. (Attach Reg. copy)
18. Latest submitted EPF Challan copies (min. 6)

**B. ORDER FOR ARRANGEMENT OF DOCUMENT TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWERS**

1. List of manpower for deployment in BBMKU, Dhanbad containing full details i.e. date of birth, marital status, address etc.
2. Bio-Data of all persons.
3. Character Certificate.
4. Certificate of verification of antecedents of all persons by local police authority.
5. Contact agreement duly signed as per Annexure "A"

**C. SUBMISSION OF TENDER DOCUMENT**

The technical and financial bids should be sealed in two different envelopes and details about type of bid i.e. technical / financial bid, name of firm should be super scribed over it.

**D. SCHEDULE OF TENDER DOCUMENT**

- i. Date & time for sale tender documents up to 17.01.2020 till 5.00PM
- ii. Date & time for submission: 21.01.2020 up to 11.00 AM
- iii. Date & time for opening (Technical bid): 21.01.2020 at 11.30 AM

To

**The Registrar  
Binod Bihari Mahto Koyalanchal University (BBMKU)  
Dhanbad - 828130**

Sub **Submission of Quotation for Supply of /Private security guard/ Skilled/ Semi-Skilled/ Unskilled manpower/Hygine & Sanitation employees for various services**

Sir,

We here by submit the quotation for various categories of manpower required by BBMKU, Dhanbad as under:

SI No	Type of workers	Monthly Wage/ Per Day Rate	EPF	Other statutory charges	Service Charge (in %)	Remark
				ESI		
1	Security Guard					
2	Skilled					
3	Semi-skilled					
4.	Unskilled					
5.	Hygine & Sanitation employees					

**Note:**

1. Service Tax and Education Cess to be paid extra as applicable.
2. The tenderer should only quote service charges as percentage of Column No. 3
3. Bonus will be applicable as per prevailing rules of GOI.

Place:

Date:

**Signatures of Tenderer with Stamp**



To

**The Registrar,  
Binod Bihari Mahto Koyalanchal University (BBMKU)  
Dhanbad – 828130**

Sub: **Submission of proposal for Supply of/ Private Security Guard/ Skilled/ Semi-Skilled/ Unskilled manpower/Hygine & Sanitation employees for various services at BBMKU, Dhanbad.**

**Sir,**

We, the undersigned, offer to provide the Skilled/ Semi-Skilled and Unskilled manpower for a period of two years in accordance with your Tender dated ..... We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement of understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that BBMKU, Dhanbad is not bound to accept the lowest or any proposal or to give any reason for award, of for the rejection of any proposal.

**We have understood and accepted the terms and conditions of the tender documents.**

Yours faithfully

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of Firm with Registration number of firm

Details of other organizations where such contracts undertaken during last three years  
(documents in proof to be attached)

Proforma containing details of other organization where such or similar contracts were undertaken:

<b>Sl No</b>	<b>Name &amp; Address of the organization with contact No</b>	<b>No. of personnel supplied</b>	<b>Period of Contract</b>	<b>Whether Govt/ Semi Govt/ Autonomous bodies/ PSUs/ Industries etc</b>	<b>Amount of contract</b>	<b>Reason for termination (if currently no valid)</b>
1						
2						
3						
4						
5						

This information to be given with Technical Bid for Annual Contract for supply of skilled/ semi-skilled/ unskilled workers

**CHECK LIST FOR TECHNICAL BID**  
**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**  
**(To be furnished in order of Serial No.)**

SI No	Description of requirement	Yes/ No	Page No
1.	Application Technical Bid.		
2.	EMD of Rs. 11,00,000.00 (Eleven Lakh only).		
3.	Attested copy of the registration of agency.		
4.	Attested copy valid labour license from the Labour Commissioner (desirable).		
5.	Attested copy of PAN/GIR Card.		
6.	Attested copy of the IT return filed by the agency for last three year.		
7.	Attested copy of the Service tax registration letter/certificate.		
8.	Attested copy of the PF registration letter/certificate.		
9.	Attested copy of the ESI registration letter/certificate.		
10.	Document in support of financial turnover of the agency certified by Chartered Accountant.		
11.	Certified documents in support of entries made in the Technical Bid application.		
12.	Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.		
13.	Documents relating to experience/clients served.		
14.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/ firm/ parties relating to previous service contracts.		
15.	Price bid Proforma completed & sealed in separate envelope.		
16.	At least two currently valid contracts for similar work.		
17.	List of Arbitration cased (if applicable) Please write NOT APPLICABLE if no cases are there.		
18.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment.		

**Declaration by the Tenderer**

This is to certify that I/We before signing this tender have ready and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them

Signature of Tender with seal  
Name  
Seal  
Office Address  
Phone

**NOTE:**

Submission of all the documents mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the bid.

Non-